

BY-LAWS

OF THE

ASSOCIATION OF ONTARIO LAND SURVEYORS.

Definitions in the following By-laws as defined by the "Ontario Land Surveyors' Act."

The word "Association" means The Association of Ontario Land Surveyors.

" " Council "	" The Council of Management.
" " Board "	" The Board of Examiners.
" " Chairman "	" The Chairman of Council.
" " Secretary "	" Secretary-Treasurer.

PREAMBLE.

The following By-laws are enacted under the powers granted by the "Ontario Land Surveyors' Act" —(Cap. 34, Ont. Stat. 1892.)

THE ASSOCIATION.

1. The Annual General Meeting of the Association shall be held (as provided by said Act) in the City of Toronto, on the fourth Tuesday in February in each year, at such place as may be selected by the Council.

2. Special meetings of the Association may be called by the President, or shall be called by him at the written request of ten or more members.

3. Due notice of such meetings shall be given by the Secretary to each member of the Association by circular letter posted to his registered address at least 10 days before any such meeting.

4. Fifteen members shall form a quorum at any meeting of the Association for the transaction of business.

THE COUNCIL.

5. In addition to the duties assigned to the Council by said Act, it shall have the direction and management of all the affairs of the Association, and shall appoint the several Standing Committees and name the Chairman of each.

Regular meetings of Council.

6. There shall be three regular meetings of the Council in each year, one to be held on the first day of the annual meeting of the Association, and one during each of the meetings of the Board as prescribed by said Act.

Special meetings of Council.

7. Special meetings may be called by the President or Chairman.

Notice to be given by Secretary.

8. Due notice of every such meeting shall be given by the Secretary (as above provided) to each member of the Council.

Constitution of quorum.

9. At any meeting of the Council when business relating to the property or to the financial affairs of the Association is transacted, five members shall form a quorum; for the transaction of any other business three shall form a quorum.

Annual Report of Council.

10. The Council shall make a report of the affairs of the Association at the Annual Meeting, which report shall include the report of the Secretary and also of the Board of Examiners.

Board of Examiners to report to Council.

11. The Board of Examiners shall make a report to the Council at the meeting held in November in each year.

STANDING COMMITTEES.

Standing Committees.

12. The Standing Committees shall be as follows: each shall be composed of not less than 5 and not more than 9 members.

Committee on Land Surveying.

- “ Drainage.
- “ Engineering.
- “ Topographical Surveying.
- “ Entertainment.
- “ Publication.

Duty of Standing Committees.

13. Each Standing Committee appointed by the Council shall endeavour to advance the interests of the Association in that branch allotted to it.

Provision for meetings.

Meetings of any Standing Committee shall be held at the call of the Chairman, three members to form a quorum.

Standing Committees to report to Association.

Each Standing Committee shall present to the Association or to the Council an Annual Report on the work done by said Committee.

ORDER OF BUSINESS AT MEETINGS OF ASSOCIATION.

Order of business.

14. The following shall be the order of business at the meetings of the Association:—

1. Reading of minutes of previous meeting.
2. Reading of correspondence and accounts.

3. Reports and papers.
4. Unfinished business.
5. New business.
6. Nomination of officers (if at the General Annual Meeting).
7. Adjournment.

RULES.

15. All motions must be in writing, and shall contain procedure, the names of the mover and seconder, and must be read from the Chair before being discussed
16. Reports of Committees must be in writing and Reports of Committees, signed by the Chairman thereof.
17. No member shall speak on any subject more than Rules of speech, once, except the introducer of the subject, who shall be entitled to reply; every member, however, shall have the right to explain himself subject to the discretion of the Chair.
18. When a motion has been finally put to the meeting Discussion closed, by the Chairman, all discussion thereon shall be closed.
19. Any motion may be re-opened by a majority vote of Majority vote those present.
20. The Chairman of the meeting shall appoint two Appointment of Scrutineers, scrutineers when a ballot is taken, as defined in sec. 22 hereof.
21. Every member while speaking shall address the Speakers to Chair.
22. All voting at any General or Annual Meeting shall Voting at General or Annual Meetings, be by standing vote, unless a ballot be demanded by at least two members.
23. Parliamentary rules to govern in all cases not provided for in preceding sections. Parliamentary rules to govern.

DUTIES OF OFFICERS.

24. The President, or in his absence the Vice-President, Presiding officer at Association meetings, shall preside at all meetings of the Association; in the absence of both, the meeting shall appoint a Chairman.
25. The Chairman shall preside at all meetings of the Presiding officer at Council meetings, Council; in his absence the meeting shall appoint a presiding officer.
26. In addition to the duties assigned to him by said Act, the Secretary-Treasurer shall keep an accurate record of the proceedings at all meetings of both the Association and the Council in separate books, conduct all correspondence, announce all meetings, receive all fees and subscriptions and other moneys. Duties of Secretary-Treasurer.

He shall, under the direction of the Council, deposit all moneys in such bank or other financial institution as it may select. He shall pay no bills unless sanctioned by the Council and signed by the Chairman. All payments of \$10.00 and upwards to be made by cheque, signed by the Secretary and countersigned by the President, or in his absence by the Chairman of the Council. He shall submit an account of all moneys received and paid by him under the said Act and these By-laws to the Council at the Annual General Meeting of the Association, and shall perform such other duties as may from time to time be assigned by the Council.

27. The Secretary-Treasurer shall give bonds in the usual form to the amount of \$1,000, such bond to be in the custody of the President, and deposited in the bank where the funds of the Association are kept.

EXAMINATIONS.

The Sec-Treas.
to give bonds.
Where they
shall be deposit-
ed.

28. Candidates for admission to apprenticeship are to be examined as follows, in the subjects prescribed in Rev. Stat. Ont., C. 152, S. 7.; and no candidate will be admitted unless he obtains at least the minimum marks set opposite each subject, and at least a total of 350.

SUBJECT.	Max. Marks.	Min. Marks.
Examination of candidates for apprenticeship		
1. Penmanship	50	30
2. Orthography	50	40
3. Arithmetic (Fractions, Decimals, Square Root) ..	100	40
4. Logarithms, Algebra (including Equations 1st degree)	100	30
5. Euclid, (Books 1, 2, 3 and 4)	100	40
6. Plane Trigonometry and Rules for Spherical	100	30
7. Mensuration of Superficies	50	25
8. Linear Drawing (use of ruling pen and construction of scales)	50	25

29. Candidates for admission to practice are to be examined as follows, in the subjects prescribed in Rev. Stat. Ont., C. 152, S. 10; and no candidate will be admitted unless he obtains at least the minimum marks set opposite each subject, and at least a total of 900.

SUBJECT.	Max. Marks.	Min. Marks.
Examination of candidates for admission to practice.		
1. Geometry, including the first 6 Books of Euclid, excepting the last thirteen propositions of the 5th Book	100	50
2. Algebra (Simple and Quadratic Equations, Progressions and Exponents)	100	40
3. Trigonometry (Plane and Spherical)	100	50
4. Mensuration of Superficies and laying out and dividing land	150	75
5. Descriptions by metes and bounds	100	75

SUBJECT.	Max. Marks.	Min. Marks.
6. Use and adjustment by instruments for surveying and levelling.....	100	70
7. Laying out of Curves.....	50	20
8. Practical Astronomy, including finding of Time, Latitude, Longitude, Azimuth Var. of compass and drawing meridian lines.....	150	75
9. Survey Act.....	150	90
10. Mining Act, Registry Act, Municipal Act, Ditches and Water-courses Act (so far as they relate to surveys and drainage)	100	35
11. Levelling	50	40
12. Principles of Evidence and drawing up affidavits.	80	30
13. Taking of field notes and preparing of plans...	100	60
14. Geology and Mineralogy, Rudiments of.....	75	25

30. If a candidate for admission to practice obtains at least the total of 900 marks, but fails to obtain the minimum marks in at most two of the subjects, such candidate may at a subsequent examination be examined only in the two subjects in which he has failed.

The Council to regulate examinations.

31. The Council may make from time to time such regulations as it considers necessary for the proper carrying out of these examinations.

Complaints against members or any unlicensed practitioner to be filed with Secretary.

32. Any complaint against a member of the Association or against any unlicensed practitioner shall be filed with the Secretary, who shall immediately forward the same to the Chairman.

The Chairman may call a special meeting.

If the matter complained is of a serious and pressing nature, the Chairman may at his discretion call a special meeting of the Council for the purpose of hearing said complaint ; if not so acted on, the complaint shall be heard at the next regular meeting of the Council.

Procedure where the delinquent is a member.

In the case of a member of the Association, the Council shall take action as defined in the said Act.

Procedure where the delinquent is an unlicensed practitioner.

In the case of any unlicensed practitioner, the Council, if satisfied as to the justice of the charge, shall name a prosecutor and direct him as to his action in the conduct of the case, and shall allot such portion of the penalties, or authorize the payment of such fees as it may deem expedient.

The Council has power to pass By-laws.

33. The Council shall have power to pass any By-law which it deems expedient for the good of the Association, and such By-law shall have the same force until the next Annual Meeting, as if it had been passed by the Association. Such By-law must be reported to the Association at the next Annual Meeting, and action taken thereon. All members of the Association shall be notified by the Secretary of the passing of such By-law by the Council,

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RULES AND REGULATIONS
OF THE
Board of Examiners for Ontario Land Surveyors.

*Adopted by the Board of Examiners and ratified by the Council under
the authority of By-law 31.*

1. The examination sittings shall commence each day at 9.30 a.m., continue until 12.30 p.m., recommence at 1.30 p.m., and continue until 4.30 p.m., day by day until completed.
2. All the papers will be collected at the close of each sitting, and candidates will not be permitted to write on any question on such papers at any future sitting.
3. Any candidate obtaining assistance, during the hours of examination, by copying the papers of another candidate, or otherwise, will at once be dismissed, and any candidate who shall permit such copying or give such assistance, will be considered equally guilty and treated similarly.
4. Each sheet of paper shall have at the top the subject and number of question and shall be signed and folded by the candidate, and endorsed with his name and the subject and number, and not more than one answer shall be written on the same sheet of paper.
5. The candidate shall not write on one line more than one step in Geometrical or Algebraic work. A single step may cover several lines, but two or more should in no instance be put on the same line. They should be written thus :

Because $A = B$
And $B = C$
Therefore $A = C$
6. No other person than the examiners, Secretary and the candidates shall be admitted into the examination room.
7. No books or diagrams of any kind, except those allowed by the Board, shall be brought into the examination room.

8. Candidates are to present themselves punctually at the hours appointed for the commencement of the examinations, and no candidates will be allowed to enter the examination room later than fifteen minutes after that time, nor will any candidate be permitted to leave the room during a sitting, but so soon as he has finished his papers he may hand them to the examiner, after which he will not be allowed to re-enter until the next sitting.

9. A candidate rejected by the Board shall not be entitled to a new examination before the next regular meeting of the Board.

10. Each candidate for "Admission to Practice" shall bring with him an instrument suitable for taking the necessary observations required in sec. (8), By-law 29, which he shall submit to the Board for their examination and approval, and he shall also submit a plan and field notes of a survey, all made by himself, which will be filed with his papers.

11. Each candidate for admission to apprenticeship shall bring with him a ruling pen and scale.